



NOTICE OF VACANCY
RFQ – 2011-05
WEBB COUNTY MIS DIRECTOR

The County of Webb has an opening for Webb County Management and Information Systems (MIS) Director. The successful candidate will be responsible for the following:

Under the direction of the Commissioners Court, the Director will develop, recommend, and implement policies, programs, procedures for the staff of the department. The Director will be responsible for examining and developing the County's current and future technology resources to reduce employee workload, improve efficiency and provide better services to the people of Webb County, by developing and coordinating a short-term (one to two-year) and long-term (three-five years) plans for the County's technology requirements.

In addition to other requirements set out in the County's application package, applicants must have a valid Texas driver's license. This position is a "safety sensitive" position, and is subject to pre-employment drug and alcohol testing, criminal background checks, and motor vehicle checks. The salary is commensurate with experience.

Application packages and materials may be obtained at the office of Administrative Services Department, located on 1110 Washington St., Suite 204, Laredo, Texas, between the hours of 8:00 a.m.-12:00 and 1:00 p.m. – 5:00 p.m. Phone: (956) 523-4143. Application package may also be obtained On-line: www.webbcountytexas.gov

APPLICATION DEADLINE IS: 3:00 p.m. November 14, 2011

Webb County is an Equal Employment Opportunity Employer and complies with the American with Disabilities Act.

STATEMENT OF QUALIFICATIONS PACKET REQUIREMENTS:

A. Statement of Qualifications Packet should contain / address the following:

1. Table of Contents. Must clearly identify information material by section and page number. At a minimum, include:
 - a) Title Page: Name of applicant, address, telephone number, email address and date.
 - b) Webb County Employment Application and a Resume
 - c) Letter of Transmittal: State your understanding of the responsibilities, operation and overall management of the Webb County MIS Director position.
 - d) Planned Approach: State your goals and objectives as it relates to the responsibilities and administration of the County MIS Department.
 - e) Scope of Service: Describe your Qualifications in relation to the responsibilities and administration of the MIS Director position, and include any special conditions, limitations or circumstances applicable or required.

Statement of Qualifications packet must be submitted to the **Webb County Clerk** with an original and a copy in a sealed envelope marked with RFQ number and description of service on front lower left hand corner of envelope:

“RFQ 2011-05” “WEBB COUNTY MIS DIRECTOR”

Completed packages are due by 3:00 p.m. Monday, November 14, 2011 at the following location:

**Honorable Margie Ramirez Ibarra
Webb County Clerk
Webb County Justice Center
1110 Victoria St., Suite 201
Laredo, Texas 78042**

The content of all qualification statements will remain confidential and are not subject to disclosure to the public until the Commissioners Court fills the Position, or as otherwise determined by the Commissioners Court. Completed packages not received by the time set forth in this document will not be considered. Persons wanting to participate will be responsible for insuring the delivery of his/hers respective statements.

WEBB COUNTY REQUEST FOR QUALIFICATIONS

JOB TITLE: Webb County MIS Director

DEPARTMENT: WEBB COUNTY MIS DEPARTMENT

REPORTS TO: WEBB COUNTY COMMISSIONERS COURT

JOB SUMMARY:

The Main areas of responsibility for the Director are to develop, recommend and implement policies, programs, and procedures for staff of Information technology. The Director will be responsible for examining and developing the County's current and future technology resources to reduce employee workload, improve efficiency, and provide better services to the people of Webb County, by developing and coordinating a short-term (one to two-year) and long-term(three- five years) plans for the County's technology requirements. Continually evaluate the quality and timeliness of work assignments and ensure the effective utilization of available resources. Determine departmental budget on an annual basis. Creates and provides strategic and tactical direction, including conceptual visions, to departmental directors, managers, and supervisors. Analyzes the needs of departments and establishes priorities for feasibility studies, systems designs and implementation, that will help develop new and/or modify the County's information processing systems.

CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directly responsible for the management of the MIS department employees
- Develops and promotes services, policies and/or programs to improve the efficiency of the MIS department.
- Develop, maintain and distributes various cross-reference tools and system documentation to provide staff members with information necessary to complete assignments.
- Meet with staff on regular basis to discuss status of projects.
- Ensure that projects are completed on a timely basis.
- Report project status and completion to Commissioners Court where applicable.
- Develop, maintain, and oversee the County's web servers and web pages; manage the E-mail and Firewall servers.
- Trouble-shoot associated computer hardware, software and communications related problems to provide published access of all County information and services to the public, as well as provide a means to support departmental needs for employee forms and information.
- Review, recommend and purchase training material necessary to maintain expertise in current environment.
- Review recommendations to purchase software or software/hardware products to increase productivity and provide better service to the end user.
- Maintain the County's criminal, administrative, and personal computer network.

- Monitor, evaluate, and modify or expand the County's computer network as technology changes and County grows.
- Provide assistance to all users of the County's computer network.
- Implement and maintain the County's network telephone system, the dial plans, individual user's telephones and the County's Information Center.
- Advise and consult with the departments on the procurement of hardware and software and coordinating with the purchasing department in the selection and ordering.
- Coordinates with department heads and elected officials to determine requirements for training to increase productivity using technology assets.
- Prepares/presents presentations to inform/support strategic plans for technology programs.
- Normal management functions, such as, but not limited to, preparing and monitoring department budget.
- Periodically review and update standards.

NOTE: the duties listed above are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position and is assigned by Commissioners Court.

QUALIFICATION STANDARDS:

- **Bachelor's Degree in Computer Science, Business Administration or a related field from an accredited college or university highly desired, with emphasis in Computer Science courses**

EXPERIENCE:

- **Five (5) years experience in an administrative management capacity in a comparably sized computer facility, utilizing equivalent technology ;**
- **Experience should include administration of personnel, budget, resources and program implementation;**
- **Prefer considerable, progressive experience with a large-scale data processing operations or a public entity.**

SKILLS AND ABILITIES:

- Knowledge of data base design; various programming languages and computer applications;
- Knowledge of networking systems;
- Knowledge of personal computers;
- Capable of preparing and implementing an annual budget;
- Ability to advise management of requirements of short-and-long range system information plans;
- Must have strong organizational skills;

- Ability to maintain strict confidentiality;
- Ability to communicate in English and Spanish
- Ability to deal effectively with subordinates, other County departments ,supervisors, vendors and the general public;
- Must have highest level of integrity and honesty due to access of sensitive and confidential information;
- Maintain appropriate certifications
- Ability to make effective presentations to the Courts , other County departments.

PHYSICAL REQUIREMENTS:

- Typically sit at a desk; walking, standing, or stooping.
- Occasionally lift, carry, pull or otherwise move objects weighing 30 -45 lbs.
- Must be able to work flexible schedules

OTHER REQUIREMENTS/INFORMATION:

- Must possess a valid and current Driver's License.
- Drug and Alcohol Policy applies to this job. Pre-Employment drug and alcohol testing and criminal background check are required.
- This position is NOT covered by Civil Service; however, is subject to Webb County Policies and procedures.

SUPERVISORY: Supervised by Webb County Commissioners Court.

ACKNOWLEDGEMENT:

The undersigned have read, discussed and understand the full meaning of the job description and Agree to abide by all terms and conditions herein expressed and/or implied,

Employee Signature Date

Supervisor's Signature Date

Printed Name

Printed Name

**WEBB COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH
THE AMERICAN WITH DISABILITIES ACT.**